



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 23 April 2018

Welcome to the Edinburgh Guarantee Schools Bulletin. Each week we will be highlighting the opportunities currently available through the Edinburgh Guarantee.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

#### Would you like to:

- ✓ find out about available opportunities for you?
- ✓ understand Edinburgh's job market?
- ✓ explore your options on leaving school?
- ✓ find out where to get help to get into employment, further education or training?

For answers to these questions, please visit our website [www.edinburghguarantee.org](http://www.edinburghguarantee.org) where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the Current Opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Sheena on 529 3525 or Julie on 529 2410 or email [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk).

Like us on [Facebook](#) or follow us on [Twitter](#).

## List of current opportunities:

- ✓ Trainee Developer – Modern Apprenticeship - CompanyNet
- ✓ Finance and Reservation Assistant – Exec Space
- ✓ Signmaker - Modern Apprenticeship – Forrest Hepburn & McDonald Signs Ltd
- ✓ Stonemason – Apprenticeship - Historic Environment Scotland
- ✓ Receptionist/Administration Assistant - Modern Apprenticeship – Edinburgh Trams
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Commis Chef - Modern Apprenticeship – Down the Hatch Bistro
- ✓ Retail Assistant - Modern Apprenticeship - New Look, Fort Kinnaird
- ✓ Retail Assistant - Modern Apprenticeship, New Look, The Gyle
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Business Technology Consultancy – Graduate Apprenticeship – Scott-Moncrieff
- ✓ Trainee Bookbinder - Bookbinding by Crawford
- ✓ Visitor Operations Administrative Support - Modern Apprenticeship (R062) – Historic Environment Scotland
- ✓ Administrator - Modern Apprenticeship (R063) – Independent recruitment company
- ✓ Business Administrator - Modern Apprenticeship (R064) – Chartered accountant
- ✓ Project Assistant - Architect/Design Office - Year in Industry Programme – Engineering Development Trust
- ✓ Painting & Decorating - Modern Apprenticeship - George Nicolson
- ✓ Early Years Practitioner - Modern Apprenticeship - 30 posts - City of Edinburgh Council
- ✓ Trainee Workshop Engineers/Installers – 2 posts – Capital Document Solutions
- ✓ Systems Engineering Student – Year in Industry Programme – Engineering Development Trust
- ✓ Business and Administration – Modern Apprenticeship – 2 posts – SQA
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Business Administrator - Modern Apprenticeship – Shepherd & Wedderburn
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Leisure Attendant – Employability Fund – Edinburgh Leisure
- ✓ Business Administrator - Modern Apprenticeship - Durham Road Medical Group
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Soft Play Assistant - Employability Fund – Edinburgh Leisure/Ratho Climbing Arena
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Business Administrator - Modern Apprenticeship (R057) – GP surgery
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Catering Assistant – Employability Fund - Edinburgh Leisure
- ✓ Kitchen Assistant – Employability Fund - Elixir
- ✓ Playwork Assistant - Employability Fund - Reputable After School Club
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Trainee Developer – Modern Apprenticeship

**Contract:** Fixed Term - 12 months

**Salary:** £10,000 per annum

**Employer:**

CompanyNet is a leading independent business software solutions company based in Edinburgh and Glasgow. We work with organisations such as Disney, Tesco Bank, Scottish Water and Standard Life to create software that makes their lives easier and delivers better business value. We recently celebrated 20 years in business. CompanyNet have been recognised with the Gold Investors in Young People accreditation and, more recently, winning the Developing the Young Workforce award at the Edinburgh Chamber of Commerce Awards.

**Work Environment:**

We are a small, friendly and highly-experienced team. Our staff and offices are fully equipped with the very latest collaborative technologies letting us get the job done quickly and efficiently, wherever we are. While we are professional at all times, our priority is getting the right outcomes for every customer, so you'll find our working environment and practices less formal than most companies.

**What might a day in this job look like?**

- As a member of our support team, you will be exposed to various parts of the business such as marketing, training, sales and support.
- You will be given support tickets that come in from clients and, with the help of your mentor/team, you will resolve the issue and then report back to the client.
- A mentor will be assigned to you for any questions you have; however, our whole team will be happy to help and support wherever they can.
- Depending on your interest and skills, you will also get the chance to go out to client demos, participate in client training, write documentation, help with marketing or any other job within our business. We are keen to expose you to all our business processes, so you can decide as to what suits you best.
- When working within CompanyNet, we ensure you have enough time to learn alongside gaining work experience.

**What will I learn?**

- You will work towards an SVQ Level 3: Diploma for Information Technology and Telecommunications Professionals.
- Additional formal training for C#, database design or Microsoft qualifications in SharePoint, O365 or Dynamics is also possible depending on entering qualifications and personal preference.
- You will also brush up on your soft skills such as communication, teamwork, problem solving and client interaction.

**What Qualifications / Qualities are required?**

You don't need any specific experience or qualifications. We'll take where you are today as a starting point and help you develop into the professional you want to become. We are looking for business management and customer engagement skills and that you have a genuine passion for a career in the tech sector.

**Closing Date:**

Thursday 31 May.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Finance and Reservation Assistant

**Contract:** Permanent

**Salary:** £10,000 per annum plus benefits including incentive programme

**Employer:**

ExecSpace Limited is one of the UK's leading venue finding companies.

**Work Environment:**

You will be working in a dynamic and fun office based in Leith. We are a team of 10 adding value to our clients and making impact. We also offer unlimited office drinks and snacks!

**What might a day in this job look like?**

**Reservations and Travel (70%)**

Responsibilities for accommodation and travel bookings, this includes but is not limited to:

- Dealing with day to day requests from clients
- Ensuring payment instructions are relayed to the hotel in a timely manner
- Keep and manage accommodation and travel bookings records.

**Finance (30%)**

Responsibilities for Accounts Payable:

- Checking and preparing incoming invoices for payment
- Creating and sending commission claims
- Checking invoices for payment and processing.

**What will I learn?**

- Excellent customer service skills
- Team working and organisation
- IT skills – Excel, Outlook, Word
- Opportunity to learn bookkeeping and accounting software.

**What Qualifications / Qualities are required?**

- Minimum of National 4 which should include English and Maths
- A positive can-do attitude and is keen to learn
- Age: 16 -24.

**Closing Date:**

This position will be closed when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Signmaker - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.87 per hour

**Employer:**

At Forrest Hepburn and McDonald Signs we understand how important it is to make a great first impression. We combine our years of experience supplying signage across Scotland with the latest cutting-edge graphics. We cover a huge range of signing and design solutions, from window graphics and digital printing to banners and vehicle livery. We do everything from design through to manufacture, installation and maintenance.

**Work Environment:**

Based mainly in our city centre workshop, you will be working with our small team of experienced staff. You will learn all aspects of the business, from meeting customers and listening to their requirements, to planning and producing designs and assisting with installations.

**What might a day in this job look like?**

Duties at our company vary greatly from day-to-day, this is a factor which we believe makes this position extremely attractive. A typical day may include liaising with clients, designing using CAD programmes, fabricating and preparing signs, producing cut and printed vinyl, screen printing and on-site installations.

**What will I learn?**

- SVQ Level 2 and 3 in Signmaking
- Soft Skills such as communication, teamwork and problem solving.

**What Qualifications / Qualities are required?**

We are looking for someone who is interested in design and manufacture. You must be creative, practical and pay attention to detail. If your favourite subjects at school were CDT, Graph Comm, Art or other practical subjects, then this might well be the job for you!

Ideally, we would like you to have National 4 English and Maths and you must be reliable, enthusiastic and willing to learn.

**Closing Date:**

Friday 27 April.



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Apprentice Stonemason  
**Contract:** Four-year fixed term. Full Time.  
**Salary:** £16,400 - £17,914 per annum

**Employer:**

Historic Environment Scotland is the lead public body established to investigate, care for and promote Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance.

**Work Environment:**

Based at St Ann's Maltings, Croft-an-Righ Lane, Edinburgh, working in a variety of historic locations across Scotland.

**What might a day in this job look like?**

- Working on stonemasonry projects alongside experienced craftspeople.
- Travel to and from worksites.
- As part of your apprenticeship, you will be expected to spend time away from your normal place of work or on college placements and through relevant work placements across Scotland. Please note that work placements may mean spending time away from home.

**What will I learn?**

- All aspects of stonemasonry.
- On a block release basis, you will attend Forth Valley College to gain Scottish Vocational Qualifications levels 2 and 3 in Stonemasonry.

**What Qualifications / Qualities are required?**

- 2 National Qualifications (or equivalent) at Level 4 or above in English and a Numeric subject or Crafts/Design/Technical subjects (or similar) which shows skills in executing a practical task.
- Demonstrate a basic understanding of a stonemason's work activities and conservation.
- Good teamwork skills, organisation skills, communication and a commitment to quality service.

**Closing Date:**

Wednesday 2 May.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Receptionist/Administration Assistant - Modern Apprenticeship

**Contract:** Fixed Term - 18 months. On completion of the MA, there may be an opportunity to become permanent

**Salary:** National Minimum Wage

**Employer:**

Would you like to be the face of Edinburgh Trams? Can you provide a warm welcome to our suppliers and visitors? Do you want to work in a varied and interesting role? Then read on...

Edinburgh Trams operates a frequent tram service across Edinburgh from the Airport to York Place. We provide an essential transport system for Edinburgh residents, surrounding communities and visitors to the city.

#### **Work Environment:**

You will be part of our team of around 170 staff, bringing a great attitude to work to contribute to our friendly and fun culture. You will work 40 hours per week, Monday to Friday 8.30am - 5.00pm, with a 30 minute lunch.

Based on our reception desk, you will work as part of a small HR and Office Support team based at Gogar Tram Depot, 1 Myreton Drive, Edinburgh, EH12 9GF. The team carries out all HR support and office administration to the business. You will report into the Office Manager.

Other benefits include:

- £250 Completion Bonus, paid at end of contract and depending on successful completion of the Modern Apprenticeship
- Generous annual leave entitlement (33 days)
- Free Ridacard (free use of Edinburgh Trams and Lothian Buses services)
- Heavily subsidised Ridacard for a family member (approx 65% discount)
- Perkbox membership (corporate perks and discounts)
- Company Pension (if meet eligibility criteria).

#### **What might a day in this job look like?**

Regular duties for this role would involve:

**Reception Duties:** Providing reception cover from 8.30am to 5.00pm, including switchboard services, accepting deliveries, managing room bookings and dealing with general enquiries.

**Administrator Duties:** Various administrative tasks, including minute taking, processing uniform orders, recruitment administration, diary management, room and refreshment booking.

#### **What will I learn?**

You will be fully supported through your Modern Apprenticeship, resulting in an SVQ Level 3 in Business and Administration qualification.

You will develop many skills in this role including communication, organisation and team working skills.

**What Qualifications / Qualities are required?**

A minimum of three National 5s or equivalent including English and Maths.

Ideally, we are looking for someone who has had some previous work experience, within an office and/or team environment.

We are looking for someone who can demonstrate the company values: Trusted, Innovative, Passionate and Smart. As you will be welcoming contractors and visitors to the depot, you will need to be friendly, professional and confident and have the following skills:

- Ability to multitask and cope working in a fast-paced environment
- Strong communication skills, both verbal and written
- Good IT skills, working with Word and Excel
- High level of attention to detail
- Ability to work on your own with minimal supervision
- Flexibility in terms of working hours and role.

**Closing Date:**

Monday 30 April.





***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business and Administration - Modern Apprenticeships

**Contract:** Permanent

**Salary:** £17,642 per annum

**Employer:**

The Devolved Government for Scotland has a range of responsibilities which include health, education, justice, rural affairs, housing and the environment. We have five strategic objectives: making Scotland wealthier and fairer, healthier, safer and stronger, smarter and greener.

**Opportunities available:**

- Business Support Officer - Police Division - 2 posts (St Andrew's House)
- eRDM IT Support Officer – Information and Technical Services (Saughton House)
- Business Support Administrator – Directorate for People (Saughton House).

Full job specifications are available when you click Apply Now.

**What might a day in this job look like?**

Business Administration roles vary but can include booking meetings, organising travel, using electronic filing and finance systems, dealing with internal and external stakeholders, managing diaries, ordering stationery, answering phones and responding to emails. Full training in all aspects of the job role and internal systems will be provided.

**What will I learn?**

You will work towards an SVQ Level 2 in Business and Administration. Training will be provided by an internal assessor who will work with and support you on a monthly basis. Time will be given to work on your qualification, which includes delivering two presentations.

**What Qualifications / Qualities are required?**

The recruitment of Modern Apprentices is a fair, open and merit based process (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.

We are looking for candidates with the following qualities:

- Motivated, proactive and works to high standards
- Excellent communication, planning and organisational skills
- Ability to manage a varied workload
- Ability to work well in a team or on your own
- Commitment to achieving the SVQ.

**Closing Date:**

Please see individual job adverts and closing dates when you click Apply Now.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Commis Chef - Modern Apprenticeship

**Contract:** Fixed Term - 12 months

**Salary:** £5 per hour

**Employer:**

Down the Hatch is a café/bistro and catering business based at Port Edgar Marina in South Queensferry specialising in North American style cuisine and with extensive outside catering contracts.

**Work Environment:**

Working in a team of 9-10 staff in a very busy café/bistro, you must be able to handle high pressure situations and work well as part of a team. The café consists of a 30-40 cover seating area and an open kitchen.

**What might a day in this job look like?**

You will assist the Head Chef with preparation, cooking and assembling daily dishes and assembly of catering orders. You will learn to create new and exciting specials with the assistance of the Head Chef. You could be involved in running food, clearing tables etc. We are a small team that works together.

**What will I learn?**

- SVQ Level 2 Hospitality Services.
- You will learn all the fundamentals of working in a kitchen. This includes the preparation of food and execution of dishes, learning how to manage orders during service, working as part of a team and food hygiene and safety.
- To work in a kitchen, you must have excellent communication and team working skills, plus the ability to work under pressure. These are skills you should already hold but will develop through experience.

**What Qualifications / Qualities are required?**

- An interest in cooking and the hospitality industry
- Willing to work evenings and weekends on a rota
- This apprenticeship is restricted to candidates aged 16 - 19.

**Closing Date:**

This position will close when a suitable candidate has been found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail Assistant - Modern Apprenticeship (Fort Kinnaird)

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

New Look, Fort Kinnaird.

**Work Environment:**

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (Fort Kinnaird) through a 12 month fixed term contract.

**What might a day in this job look like?**

Your job will be based in the New Look store at Fort Kinnaird, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

**What will I learn?**

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

**What Qualifications / Qualities are required?**

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

**Closing Date:** Friday 27 April.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail Assistant – Modern Apprenticeship (The Gyle)

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

New Look, The Gyle.

**Work Environment:**

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (The Gyle) through a 12 month fixed term contract.

**What might a day in this job look like?**

Your job will be based in the New Look store at The Gyle, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

**What will I learn?**

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

**What Qualifications / Qualities are required?**

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

**Closing Date:** Friday 27 April.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Hairdresser – Modern Apprenticeship

**Contract:** Fixed Term – 3 years

**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:**

Charlie Miller is a name synonymous with quality, style and creativity and has grown to be nationally and internationally recognised as one of the principal hairdressing brands in the UK. Deep-rooted passion and drive and, more importantly, strong family-led values have allowed stylists and colourists to continually evolve with a contemporary vision attracting a wide range of clientele across all sectors.

**Work Environment:**

You will be working in a friendly and dynamic team in one of our 5 Edinburgh salons.

**What might a day in this job look like?**

You will assist clients, stylists and other members of staff on the salon floor, observing and learning the art of hairdressing. During the course of the apprenticeship you will learn about all aspects of hairdressing including:

- client care
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- incorporating our Charlie Miller message.

**What will I learn?**

An apprenticeship at Charlie Miller is often fast paced, yet fun and exciting and will lead to a successful and satisfying future. We will help you fulfil your hairdressing ambitions on our 3 year training programme which includes an SVQ Level 3 in Hairdressing.

**What Qualifications / Qualities are required?**

We are looking for people with:

- a good understanding of English and Maths
- a passion for hairdressing and a desire to begin their first steps towards an exciting career in hairdressing
- self-motivation and positivity
- awareness of fashion.

**Closing Date:**

We have ongoing recruitment throughout the year.



**Scott-Moncrieff**  
business advisers and accountants



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Technology Consultancy – Graduate Apprenticeship

**Contract:** 4 years starting in August 2018

**Salary:** £16,500 per annum

**Employer:**

As one of Scotland's leading independent firms of chartered accountants and business advisers, Scott-Moncrieff recruits people with a passion for client service and who will continue to add value to our clients' businesses and organisations.

**Work Environment:**

We have an exciting opportunity for someone enthusiastic and driven to join our Business Technology & Consulting team in Edinburgh.

**What might a day in this job look like?**

Supporting a diverse range of management consultancy and assurance projects, this opportunity offers the successful candidate the opportunity to obtain a degree in Cybersecurity alongside working for the firm four days per week with one day at university. You will be involved in real world business technology and more specifically learning and developing cybersecurity consulting skills.

**What will I learn?**

You will study towards an Honours Degree in Cybersecurity on a day release basis at Edinburgh Napier University.

**What Qualifications / Qualities are required?**

Entry requirements include a minimum of four SQA Highers at Grade B (or equivalent) including Mathematics or Computing, or a Foundation Apprenticeship in a related discipline, plus suitable academic qualifications, or a Modern Apprenticeship in a related discipline.

- Candidates must have a keen interest in technology or cybersecurity.
- We are looking for a dynamic and highly adaptable candidate who can conduct themselves in a confident and professional manner.
- You must have an analytical and inquisitive mind as often our work requires us to analyse, challenge, and interpret information obtained from a variety of sources.
- You must have strong communication skills – both spoken and written. Core to the team's service delivery is the ability to effectively engage with clients and produce high-quality written output.

**Closing Date:**

Thursday 31 May.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Trainee Bookbinder

**Contract:** 4 years after successful one month trial (leading to permanent post)

**Salary:** National Minimum Wage in the first year - annual increases

**Employer:**

Bookbinding by Crawford has been trading for 30 years and is a specialist Bookbinder and Print Finisher based near the centre of Edinburgh.

**Work Environment:**

You will be working in a team in a small Industrial Bindery just off Broughton Street.

**What might a day in this job look like?**

Your duties will include:

- completing practical tasks such as stitching, gluing and operating machinery, e.g. sewing machine
- understanding different materials - cloth, leather, paper - and processes used in bookbinding
- learning about printing, finishing and specialist methods such as tooling and gold foiling
- keeping the work and floor areas clean and tidy - including sweeping up, wiping surfaces and organising store areas
- running errands and assisting other team members.

**What will I learn?**

During your 4 years with us you will:

- learn to be part of a team and how to provide excellent customer service
- gain an understanding of all Bindery work including printing and finishing
- develop your problem solving and communication skills.

At the end of the 4 year in-house apprenticeship you will be a time served Bookbinder.

**What Qualifications / Qualities are required?**

- English and Maths at National 4 are desirable.
- Qualifications aren't too important; what is important is that you can read, write and spell to a good standard, understand measurements and can do basic mental arithmetic.
- We are looking for someone who is positive, reliable, enthusiastic and has common sense and good manners.

**Closing Date:**

This opportunity will close when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Visitor Operations Administrative Support - Modern Apprenticeship (R062)

**Contract:** Two Years - Fixed Term

**Salary:** £16,000 per annum (pay range £16,400 - £17,514)

**Employer:**

Historic Environment Scotland is the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. Historic Environment Scotland investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance.

**Work Environment:**

The Commercial and Tourism Directorate is responsible for generating around £40 million in income through the delivery of customer services to over 3 million visitors at our 79 staffed visitor attractions across Scotland, including Edinburgh Castle, Scotland's number one visitor attraction. The post sits within the Commercial Support Team which is responsible for delivering a high quality administrative support service to managers and operational colleagues. The post is a 5 day from 7 day position but you will predominantly work a Monday to Friday pattern.

**What might a day in this job look like?**

This post will support a range of activities across Visitor Operations and Community Engagement and will report to the Visitor Operations Admin Manager. It requires you to demonstrate excellent customer service skills and a willingness to learn new skills.

The main duties are:

- Main administrative support for Head of Visitor Operations and Community Engagement (HofVOCE) to include:
  - Maintaining the HofVOCE diary, setting up appointments, parking and travel.
  - Administer the task management (bring forward) system, ensuring that it is kept up to date and papers are passed on accordingly
  - Prepare templates for HofVOCE's direct report staff reviews and job descriptions
- Organise travel and accommodation for Directorate colleagues, ensuring that all documentation is in place and the associated spreadsheet is updated
- Maintain the Branch filing system
- First point of contact for the Communications Team for web enquiries relevant to Visitor Operations
- Raise and receipt orders on Integra system following HS Procurement Policy
- Provide general administrative support to Head of Commercial Support, Office Manager and operational colleagues as required
- Regularly check mail trays/fax machine and distribute internal/external mail throughout the office
- Process monument closure notices at time of receipt ensuring all relevant parties are informed
- Monitor the VO Mail box when it is set up
- Maintain the site-specific mail boxes, updating as required.



**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration (SCQF Level 6) delivered by Rewards Training. You will also learn how to deliver excellent service, contributing to and supporting working together in a team, planning and organising, and communicating appropriately and clearly.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5s including Maths and English, and/or Higher Grades. This role will require excellent attention to detail as accuracy is essential, and the ability to work quickly and accurately under pressure.

**Closing Date:**

This position will be filled when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administrator - Modern Apprenticeship (R063)

**Contract:** Permanent

**Salary:** £12,000 - £13,000 per annum

**Employer:**

The employer is an independent recruitment company dedicated to asset management, accounting and finance, asset servicing, legal and wider financial services. A specialist recruiter, their expertise extends across permanent, interim, temporary and contract positions, as well as vetting and on-boarding services.

**Work Environment:**

The role will assist the Core-Asset Verify team with vetting and on-boarding services for interim and permanent hires, ensuring that clients are provided with a unique combination of vetting, contract management, payroll and aftercare services. We provide staff benefits such as Generous Holiday Entitlement, Death in Service Allowance, Private Health Cover and Season Ticket Loan Scheme.

**What might a day in this job look like?**

- To follow process in order to deliver a high level of service to our clients at all times
- To develop an understanding of all Core-Asset Verify products in order to be able to deliver an outstanding customer service experience
- Liaise with candidates and clients to ensure all parties are informed of vetting progress
- Provide feedback to consultants and clients for progress of vetting
- Support team with achieving service level agreements in terms of quality, productivity and accuracy of information given to the client
- Document all vetting requests received and ensure the appropriate status is assigned
- Assist in the planning and implementation of agreed process changes, as directed by line manager
- Be flexible and adaptable at all times in response to the challenging, changing environment
- Attend and contribute at regular team meetings.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration delivered by Rewards Training.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5s including Maths and English, and/or Higher Grades.

Key skills required for effective performance include:

- Ambitious, proactive and highly motivated
- Ability to work at pace while maintaining quality
- Excellent interpersonal and communication skills
- Good organisational and time management skills
- Strong customer service skills
- Ability to work in a team
- Ability to work under pressure and to deadlines.

**Closing Date:**

This position will be filled when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship (R064)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

An established chartered accountant in Edinburgh.

**Work Environment:**

Based in the firm's city centre office, you will be working in a small team supporting them with all aspects of administration.

**What might a day in this job look like?**

Your duties will include:

- meeting and greeting clients
- answering incoming calls and speaking with clients
- helping with enquiries
- making appointments
- updating the company system
- handling incoming and outgoing mail
- creating business documents
- updating spreadsheets for client accounts.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

Ideally, we are looking for Highers, National 4 or 5 or equivalent including Maths and English.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career.

**Closing Date:**

This position will be closed when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Project Assistant - Architect/Design Office - Year in Industry Programme

**Contract:** Fixed Term - 12 months starting around August 2018

**Salary:** National Living Wage

**Employer:**

The host company is a partnership of diverse design talents working together to create great buildings and places for living. Their aim, in everything they do, is to make a quality contribution to this purpose and to benefit society at the same time as meeting and exceeding their client's expectations. The practice is comprised of different specialist design teams, all working together to create high-quality projects.

The Year in Industry (YINI) programme offers students the opportunity to gain professional development by working at a reputable company. YINI is for post A-Level/Higher/Advanced Higher and undergraduate students who are looking for work placements within science, technology, engineering and maths (STEM). Students can apply to the programme before or during their degree course.

**Work Environment:**

The practice is a lively, creative and sociable environment in which they collaborate to deliver some really exciting, ground breaking and award-winning projects. They work solely within the built-environment, so an interest in places and how people use them is essential.

**What might a day in this job look like?**

Your duties will include:

- making physical models of projects
- producing images, preparing reports, drawings and visualisations using the appropriate IT package
- printing documents and drawings, presenting in an appropriate manner (binding for example), and distributing
- covering the reception desk, taking and directing telephone calls using the switchboard system, and ensuring messages are delivered to the appropriate persons
- observing and supporting Health and Safety in the office
- assisting with the training of new Project Assistants and to take responsibility for the Project Assistant Manual, ensuring that it is up to date with relevant policies and procedures
- taking ownership of, and contributing to, internal and external communications activity both in their job role and as part of their overall strategic objectives.

**What will I learn?**

You will learn how an architecture practice runs, project management, industry-related skills and communication skills.

**What Qualifications / Qualities are required?**

The placement is open to both undergraduates and pre-university students. We are seeking a bright, enthusiastic student who is currently studying/planning to undertake a degree in architecture/architectural technology. Good IT skills and written English are required.

**Closing Date:**

Monday 30 April.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Painting & Decorating - Modern Apprenticeship

**Contract:** Apprenticeship Agreement

**Salary:** £ 4.50 per hour / £ 8,892 per annum

**Employer:**

George Nicolson have been established for over 45 years, are a family owned business and are accredited to Investors in Young People. We have a workforce of over 40 full time tradespeople who work throughout Scotland. All staff are directly employed and we operate a strict code of customer service. We also operate a company workwear scheme as well as delivering an annual training plan and Apprentice of the year award.

**Work Environment:**

College and an on-site working environment as well as in-house training.

**What might a day in this job look like?**

Within the first year, attending college, learning the basic skill set goals like applying emulsion to areas by brush and roller, gain a basic knowledge of preparation i.e. filling, sanding, stripping and ensuring your work area is left tidy every time.

**What will I learn?**

At the end of the 3 - 4 year apprenticeship you will be expected to be a time served qualified painter and decorator suitable for employment.

**What Qualifications / Qualities are required?**

We are looking for someone who has a positive attitude to tasks and colleagues alike. Candidates must have an excellent timekeeping and attendance record and will need to show a willingness to work hard, ask questions and impress their peers and managers.

**Closing Date:**

Friday 27 April.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Modern Apprenticeship – Early Years Practitioner (30 posts)

**Contract:** Fixed term until 30 June 2020 – Term time only (39 weeks per year)

**Salary:** £15,285 - £17,191 per annum

**Employer:**

At the City of Edinburgh Council, we're at the heart of the city. Our team is as diverse as the services we provide. Services that range from refuse collection to art galleries, parks to planning, schools to social care. The Council is committed to assisting people within the city by providing the opportunity to gain skills and knowledge and work towards a qualification through our Modern Apprenticeship Programme. Modern Apprenticeships (MAs) offer paid employment combined with the opportunity to gain nationally recognised qualifications.

**Work Environment:**

As an MA Early Years Practitioner, you will contribute to the delivery of an effective education and care service in line with the pre-determined policies and procedures of the Council. You will work as a team member and establish good and effective relationships with the children, young people, staff and parents.

**What might a day in this job look like?**

Under supervision you will provide an appropriately challenging and stimulating educational environment where individual children and young people are encouraged to reach their full potential. This includes setting up equipment and working with children in both indoor and outdoor play areas, setting up and clearing playrooms and outdoor play areas. You will develop skills in observation, planning and promotion of children's all-round development.

**What will I learn?**

You will work towards an SVQ Level 3 in Social Services (Children and Young People). On successfully completing two years' training, you will be a qualified Early Years Practitioner.

**What Qualifications / Qualities are required?**

- English National 5, Maths National 4 and one other National 5.
- This post is open to applicants who have left school in the last three years.

You should also meet the following criteria:

- Excellent record for attendance and time keeping
- Recognising the importance of meeting children's individual learning and care needs
- Good verbal and written communication skills
- Working as part of a team.

**Closing Date:**

Sunday 6 May.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Trainee Workshop Engineers/Installers – 2 posts

**Contract:** Permanent

**Salary:** £14,665 per annum

**Employer:**

Capital Document Solutions is Scotland's largest independent supplier of office equipment and document solutions, with over 200 employees working out of Edinburgh, Glasgow, Aberdeen, Dundee, Inverness and Shetland. We provide print and document solutions tailored to specific business needs to a large customer base, with offices and premises throughout Scotland.

As the major Scottish dealer for market leaders Ricoh, Konica Minolta, HP and Canon, we work closely with our customers to achieve significant reductions in their operating costs through our managed print services and at the same time, help them to reduce their carbon footprint. We are a leader in our field and also one of only 8 approved Scottish Procurement public sector suppliers. Our reputation in the industry is second to none and has been established over the years by our highly trained staff. Capital has grown significantly since being established in 1979 and acquired Highland Office Equipment in 2013. We are an ISO 9001 (Quality) ISO 14001 (Environment), ISO 27001 (Data Security) and Cyber Essentials (Data Security) accredited company

**Work Environment:**

Mainly based in the Edinburgh HQ workshop on McDonald Road, the job will develop across two main roles:

- Training on all aspects of the devices in the workshop, including the addition of associated software
- Delivering and commissioning the devices in clients' premises.

You will work 37.5 hours a week, Monday to Friday. Progressive basic salary as you complete training levels. Generous 33 days' holiday (increasing to 36 days after 2 years' service and 38 days after 5 years), including public holidays. Auto enrolment into the company pension scheme after 3 months. Clothing and safety equipment provided.

**What might a day in this job look like?**

- Shadowing and assisting /learning from the more experienced engineers
- Building and repair machines
- Installation of devices into clients' premises
- Fault find and decommission or refurbish devices
- Loading and driving vans
- Checking the installation access and site
- Liaising with the clients.

**What will I learn?**

- Training will be geared towards achieving an SVQ Level 3 in Engineering Maintenance (Electronics). Attending day release at a local technical college will be required.
- Career progression beyond gaining the SVQ, which typically takes 3-4 years to complete, could lead to opportunities, as they arise, depending on aptitude, as follows: field maintenance engineer, helpdesk engineer, IT software support/ solutions engineer or even a move into a sales executive position. Equally, you may develop to



become a senior member of our Workshop team. Our management team in Service have generally started out as junior or trainee engineers.

- Full training will be given to service, customise, commission and refurbish top-ranked multi-functional printer/copier/ scanning devices.
- Health & Safety and environmental training.

#### **What Qualifications / Qualities are required?**

- No previous experience of digital office equipment is required, but you should have a keen interest in electronics/electro mechanics, and the ability to interpret colour output from a black to colour printer/photocopier
- You should have a clean driving licence to take your turn driving the Luton vans, with ideally at least a year's driving experience under your belt. A driving assessment will be undertaken for each trainee beforehand and you will initially be accompanied by more experienced engineers.
- Our reputation is built on excellent customer service and "can do" should be a natural part of your make-up, whether you are engaging with clients, suppliers, colleagues or the public.
- Attitude is as important as the skills that you bring to this role. We aim to grow our business through growing our people and our vision statement is: *to continuously strengthen our business and be proud of all that we are and do*. To be successful, we will expect you to demonstrate personal values that match our company culture of integrity, responsibility, care and openness.
- Our engineers also load the devices on and off our Luton vans, for which you will require a good level of physical fitness, particularly to deal with more complex office installations.

#### **Closing Date:**

The opportunity will close when suitable applicants have been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Systems Engineering Student – Year in Industry Programme

**Contract:** Fixed Term August/early September 2018 to the beginning of July 2019, full time hours

**Salary:** Competitive with benefits including flexible working

**Employer:**

The company are an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions.

The Year in Industry (YINI) programme offers students the opportunity to gain professional development by working at a reputable company. YINI is for post A-Level/Higher/Advanced Higher and undergraduate students who are looking for work placements within science, technology, engineering and maths (STEM). Students can apply to the programme before or during their degree course.

**Work Environment:**

Predominantly office based. Some placements may involve working in a lab environment.

**What might a day in this job look like?**

- Use of display screen equipment
- Possible travel in UK/abroad (overnight stay)
- Working in a team
- Attending meetings.

**What will I learn?**

The placement will be within the Radar Modelling and Simulation group in Edinburgh. Inverse Synthetic Aperture Radar (ISAR) is a technique used by radars to identify and classify targets, such as ships and aircraft. The project will involve developing an ISAR model in C#, which will allow them to simulate the performance of ISAR modes of operation used on our radars. By simulating an ISAR image we can understand how different operating parameters, such as target dynamics, sea conditions and the atmosphere affect the quality of the image as well as understanding the scattering properties of the target. The project will involve learning and **developing** an understanding of how ISAR works, which may include operating a radar system from our roof-lab. The student should have strong mathematical skills and an interest in coding (although prior experience of coding is not a requirement as we'll provide teaching).

**What Qualifications / Qualities are required?**

- Mathematics at Higher or Advanced Higher (or A level)
- Physics at Higher or Advanced Higher (or A level)
- An interest in coding, either prior experience or a willingness to learn on the job
- An awareness of what object-oriented programming is
- The ability to work with minimum supervision
- The ability to research topics using the internet, textbooks, academic papers, etc
- An eagerness to learn about the world of airborne radar
- An understanding of what products are made by the company in Edinburgh
- Experience in presenting work to audiences
- Good writing skills
- A friendly, cheerful, optimistic personality
- Candidates must be able to obtain SC security clearance (if necessary) and have a minimum of 5 years permanent residency in the UK.

**Closing Date:**

Monday 30 April.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business and Administration – Modern Apprenticeship – 2 posts

**Contract:** Fixed term – 2 years

**Salary:** £16,550 per annum

**Employer:**

The Scottish Qualifications Authority (SQA) is Scotland's national awarding and accreditation body. We help people realise their potential by providing a wide range of high quality, internationally recognised qualifications. SQA qualifications, specifically Scottish Vocational Qualifications (SVQs), are an integral part of the vast majority of the Modern Apprenticeships available across Scotland.

We're in our sixth year of delivering our own Modern Apprenticeship programme, which incorporates valuable on-the-job training in a number of roles, with the opportunity to complete an SVQ Level 3 in Business and Administration. Our Modern Apprentices also work towards a Higher National Certificate in Administration and IT as part of their training. Our apprentices are equipped with practical, demonstrable knowledge and skills that gives them the confidence to move on to the next stage in their development.

**Work Environment:**

You will be based at Lowden, our new office complex in Shawfair Business Park near Dalkeith. There is a staff restaurant and coffee shop within the building. Free car parking, bicycle racks and tea/coffee are provided.

**What might a day in this job look like?**

Throughout a two year period commencing in August 2018, you will be supported to develop practical and transferable skills, experience real responsibilities in an interesting and diverse environment and identify your strengths and career ambitions.

You will provide administrative support to up to 4 different business areas and gain practical knowledge and experience in a variety of working environments.

Key responsibilities include:

- Provide administrative support to ensure activities are carried out accurately and according to plan and ensure compliance with documented processes
- Create and maintain records, standard reports and spreadsheets to ensure information is up-to-date, easy to access and accurate
- Process routine invoices and/or fees and expenses, carrying out basic numerical calculations to ensure timely payment and accounting
- Carry out filing of information to ensure it is stored accurately following relevant policies and procedures
- Contribute to the organisation's continuous improvement initiatives by reviewing and recommending improvements to administrative procedures and systems
- Provide a high level of customer service in respect to queries ensuring responses are issued promptly, accurately and following SQA guidelines while maintaining key stakeholder relationships.

Young people who complete a Modern Apprenticeship are work-ready and able to accurately demonstrate the skills, knowledge and experience that they have developed during their training. Our Modern Apprentices are a valuable addition to our teams and other roles may be available within SQA after the apprenticeship has been completed.

**What will I learn?**

You will work with an in-house assessor and mentor and complete an HNC in Administration and IT, an SVQ Level 3 in Business and Administration and have opportunities to attend specific training and workshops relevant to your role.

**What Qualifications / Qualities are required?**

You must be aged 16 - 19 years old from Edinburgh, East Lothian or Midlothian.

**Essential:**

- Educated to SCQF Level 4 e.g. National 4 qualifications in English, Business Management or Administration, SVQ Level 2 or able to demonstrate relevant work experience
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Can adapt to new systems and process
- Can understand and carry out basic numerical calculations
- Can communicate effectively via written and verbal communication methods
- Can plan and organise their own workload and adhere to deadlines.

**Desirable:**

- Educated to SCQF Level 5 e.g. National 5 or Higher in English, Business Management or Administration
- Effective Presentation Skills
- Manage changing priorities
- Review and create new process and procedures.

**Closing Date:**

Sunday 6 May.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Personal Assistant

**Contract:** Full and part time opportunities available

**Salary:** £8.45 per hour

**Employer:**

ENABLE Scotland is a dynamic and vibrant organisation dedicated to improving the lives of people with learning disabilities and we have full and part time opportunities for you to support people in Scotland to make the most of their lives.

**Work Environment:**

We have various opportunities in Edinburgh, East and Mid Lothian to support people who have learning disabilities to live independently in their own homes or take part in activities we take for granted. And, who knows, it could make a difference to your life as well.

**What might a day in this job look like?**

Every day is different at ENABLE Scotland and your working day will depend entirely on the person you are supporting and no matter what you do, it will always be supporting that person to achieve their personal goals. So, one day you could be supporting someone to go swimming at the local leisure centre and the next you could be supporting them to achieve their goal of using public transport on their own. Some of our PAs even support people when they go on holiday which could be to the Isle of Arran or Lanzarote!

**What will I learn?**

What's also great about ENABLE Scotland is that we believe in developing all our staff and provide an extensive training programme, combined with a commitment to create career development opportunities including SVQ Level 2

**What Qualifications / Qualities are required?**

You don't need experience in care to start your career with ENABLE Scotland. We recruit people based on their values and transferrable skills. No matter where you have worked before; be it retail, admin, warehousing or wherever, we want to hear from you! Sound good so far?

Successful applicants will be able to demonstrate the following:

- The ability to adapt your communication style in order to develop successful and enjoyable relationships with the people we support.
- The commitment to work with individuals through their personal support plans to ensure people achieve their goals and outcomes and celebrate their successes.
- A positive and flexible outlook to your work, and be able to work on your own and as part of a team.

**Closing Date:**

These positions will close when suitable applicants have been found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £11,000 per annum

**Employer:**

Shepherd and Wedderburn is a leading UK law firm. From offices in Edinburgh, Glasgow, Aberdeen and London, the firm delivers comprehensive multi-jurisdictional legal advice across every business sector as well as offering the full range of private client and wealth management services.

**Work Environment:**

You will be office based in Exchange Crescent, Edinburgh.

**What might a day in this job look like?**

Your duties will include:

- retrieving documents and files from storage and ensuring systems are updated accordingly and documents are checked out
- regularly collecting boxes and documents ensuring systems updated before returning to storage
- ensuring storage system is up-to-date, sending boxes offsite when required
- organising collections of documents
- locating files, documents and boxes from offsite when required and ensuring passed to requestor
- scanning documents
- managing enquiries by email, telephone or in person
- occasionally performing document management tasks in other offices
- occasionally providing assistance to other Facilities teams.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

National 5 or equivalent which should include English and Maths. Higher Maths is desirable but not essential.

**Closing Date:**

This opportunity will close when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Artisan Baker - Modern Apprenticeship

**Contract:** Permanent after trial

**Salary:** Modern Apprenticeship National Minimum Wage for the first year

**Employer:**

At the Breadwinner we're passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We're proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

**Work Environment:**

You will be working in a small team within a busy wholesale artisan bakery at South Gyle.

**What might a day in this job look like?**

- Learn and apply food hygiene and safety practices, personal hygiene, equipment and work place cleaning, stock rotation systems, and the systematic and preventative approach of Hazard Analysis and Critical Control Point (HACCP) in food production process.
- Learn about the main ingredients used in baking and how to use and store them.
- Weigh ingredients according to recipes and calculate the amounts needed for a given yield (output).
- Follow recipes and processes for making baked goods.
- Use and clean specialised machinery (mixers, dough breaker, oven etc) after each use as required.
- Use specialist tools (rolling pin, piping bags etc) for producing products.
- Understand and conduct proper fermentation for yeasted products.
- Hand divide, shape breads and buns and baking goods.
- General cleaning of equipment and work place area as required.
- Reflective practice on all aspects of the job, while constantly striving to achieve high quality and regularity of products.

**What will I learn?**

You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland. This training will be supplemented by SQA accredited SVQs.

**What Qualifications / Qualities are required?**

- Qualifications aren't important – we are looking for someone who will be dedicated to learning the skills required to become a fully qualified baker.
- We are looking for a motivated young person with a passion for bread and baking who strives to achieve high standards and pays attention to detail.
- You should have good communication and problem solving skills, be numerate, hardworking, organised and enjoy working in a team.

If you are successful in the first round of interviews, you may be invited along to spend some time in the bakery to see what working there would really be like.

**Closing Date:** This position will close when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Leisure Attendant – Employability Fund

**Contract:** This is a 12 week work placement. Successful applicants may secure a job and progress to a Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customer visitors a year to their 30 venues across the city.

**Work Environment:**

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what they achieve.

**What might a day in this job look like?**

Full training and induction will be provided and there will be regular ongoing training to support you in the role. Once trained, your tasks could include:

- interacting with your customers in a positive and helpful manner
- following task sheets for each shift to ensure effective contribution to the presentation
- ensuring that the venue and grounds are clean at all times
- ensuring that equipment is set up correctly, in full working order and according to customer needs
- covering allocated areas at key times, i.e. pool lifeguarding, entrance area etc
- supporting the whole team in the delivery of events within the venue
- taking an active role in the safety of yourself, your team, the facility and customers.

Please note shifts may include early starts, late finishes and weekend work.

**What will I learn?**

- You will learn how to be an effective member of the team working in a leisure environment.
- You will receive industry related training including National Pool Lifeguard Qualification (NPLQ) certificate. The cost of the NPLQ (approx. £250 pp) is covered on this programme.
- On successful completion of the programme, candidates will be invited to interview with employer.
- Successful candidates, following interview, can progress to a job and begin working towards an SVQ Level 2 in Sport and Operational Services or an SVQ Level 2 in Activity Leadership.

**What Qualifications / Qualities are required?**

As a Leisure Attendant, you are responsible for delivering a great service to customers. It's all about the customer and providing them with a clean, safe, welcoming venue that is ready to use. This is a really hands-on role and it goes without saying you're a natural people person with a passion for customer service and attention to detail.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

As a part of the interview/selection process you will be required to complete a swim test before you are accepted on the programme.

We are currently looking for applicants who are 18+.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £9,100 per annum

**Employer:**

Durham Road Medical Group is a medical practice based in the east of Edinburgh

**Work Environment:**

Office based environment.

**What might a day in this job look like?**

Main duties will include:

- answering/transferring telephone calls
- producing and processing orders
- banking, credit control, arranging dispatch
- filing, photocopying
- following up of emails, post, reports and data entry
- some stocktaking involved
- office administration
- maintain good customer relations with existing and new customers.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration.

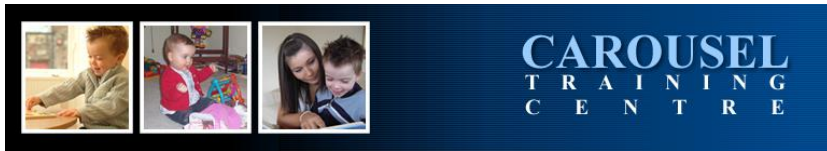
**What Qualifications / Qualities are required?**

- National 5 minimum including English and Maths
- Highers are desirable but not essential.

Knowledge, Skills and Experience required:

- Good numerical skills
- Customer Service
- Positive outlook
- Team Player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good Planning skills
- Good Communications Skills
- Computer Systems Literate
- Knowledge of current Health & Safety Legislation
- Knowledge of Branch Administration procedures (desirable).

**Closing Date:** This opportunity will close when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Nursery Nurse – Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Apprenticeship Wage

**Employer:**

Carousel Training Centre recruits on behalf of various employers / locations across the city. We are an Equal Opportunities Training Provider.

**Work environment:**

You will be employed full time in a private nursery and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

**What might a day in this job look like?**

You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.

**What will I learn?**

You will train towards an SVQ Social Services (Children and Young People) at SCQF Level 7. You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

**What Qualifications / Qualities are required?**

- In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old.
- No experience is required.
- Candidates must have good interpersonal and communication skills, be highly motivated and reliable.

**Closing Date:**

We recruit all year round.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Assistant Nursery Practitioner - Modern Apprenticeship

**Contract:** Full time

**Salary:** National Apprenticeship Wage or above

**Employer:**

Various private nurseries in Edinburgh.

**Work Environment:**

Full time work in a private nursery looking after children aged 0-5 years. The role will involve providing a caring, nurturing and stimulating environment for babies and children as well as team work with colleagues and partnership with families.

**What might a day in this job look like?**

A typical day will include preparing the environment, planning activities suitable for children's development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

**What will I learn?**

- SVQ level 3 Social Services (Children and Young People)
- Work based Core skills, ICT and Numeracy to SCQF level 5.

**What Qualifications / Qualities are required?**

You should have or expect to achieve at least 3 National 4 or 5.

No experience is required but an enthusiasm for working with young children, good communication skills, an ability to use initiative and reliability are essential.

**Closing Date:**

We have ongoing recruitment throughout the year.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Soft Play Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants can secure a job and progress to a Modern Apprenticeship in Playwork

**Salary:** Training Allowance of £55 per week plus travel expenses for the duration of the work placement may be available.

**Employer:**

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the city.

**Work Environment:**

This opportunity is based at Ratho Climbing Arena. You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children. This involves indoor working and holiday periods.

**What might a day in this job look like?**

This is fast moving and varied environment. Your duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for the children.

**What will I learn?**

- You will learn how to be an effective member of the team working in a soft play environment.
- You will work towards the Pre-Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly, and polite.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more

**Contract:** All types of contracts available

**Salary:** National Minimum Wage or above

**Employer:** Various Employers

At the Airport, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- signposting current vacancies throughout Airport and surrounding area
- support creating and updating CVs
- support completing application forms
- access to employment and information events
- pre-recruitment training opportunities
- information on access to employability training and support.

#### **Work Environment:**

Edinburgh Airport is the UK's fastest growing airport. It is a happy, positive, busy work place with a real family feel and great developmental opportunities. We offer excellent staff benefits and a variety of shift patterns to suit different personal needs. It's a fantastic place to work. You won't want to leave!

#### **What might a day in this job look like?**

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours. Please click Apply Now to see our list of current vacancies.

#### **What Qualifications / Qualities are required?**

You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

You must be able to provide:

- 5 year checkable history (Employment, Education or Benefit)
- Photographic ID – Valid Passport or Full / Provisional Driving Licence
- Pass a Basic Disclosure Check.

If you have any criminal convictions pending you must disclose this information, as this may impact on your application.

#### **Closing Date:**

We recruit all year round.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship (R057)

**Contract:** One Year Fixed Term

**Salary:** £6.70 per hour

**Employer:**

A large and rapidly expanding GP surgery in Edinburgh.

**Work Environment:**

This is an exciting opportunity to join an extremely busy GP practice with 13,000 patients. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

**What might a day in this job look like?**

You will be trained in duties within the three main work groups in the practice - Reception, Clinical Administration and the Secretarial team. Your main duties will include:

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics, and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- a variety of administrative and clerical tasks
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

We are looking for National 5 or equivalent including Maths and English. Other personal attributes include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality



- The successful candidate cannot be registered as a patient with the practice.

**Closing Date:**

This position will be closed when a suitable applicant is found.



Recruitment Training

(EDINBURGH) LIMITED



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administration/Reception/Customer Service – Modern Apprenticeships

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

Our clients, based in Leith, Newhaven, West End, the Gyle, Newtongrange and Dalkeith, are looking for young people to train in office administrative job roles.

**Work Environment:**

These are all office based roles and we have several available at the moment and more coming in on a regular basis.

**What might a day in this job look like?**

General office duties include mail in/out, photocopying, scanning, filing, emails, creating visitor packs, using the Microsoft Packages, creating invoices, costings, meeting and greeting visitors etc.

**What will I learn?**

Full training will be provided to the successful applicants. You will also work towards an SVQ Level 3 in Business and Administration. This is attached to all our vacancies and is funded by Skills Development Scotland.

**What Qualifications / Qualities are required?**

Our clients are looking for presentable young people who are good time-keepers, keen to learn, happy to be part of a team and realise the importance of great Customer Service and helping the team to achieve set goals. Due to funding criteria, the candidates applying for these vacancies must be aged 16-19 years.

**Closing Date:**

These vacancies are ongoing until successful candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Catering Assistant – Employability Fund

**Contract:** This is an 8 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the City.

**Work Environment:**

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what you achieve.

**What might a day in this job look like?**

As part of your work experience with Edinburgh Leisure, you will undergo an induction into the Catering Assistant role and receive practical experience in a busy kitchen environment. Work experience may involve tasks that are essential to maintaining the high standards set by environmental and health and safety requirements. You will be expected to be involved in:

- food preparation
- cleaning
- serving customers.

**What will I learn?**

You will learn how to become an effective member of the team, working in a professional catering environment. You will have an on-job mentor who will support you through weekly welfare chats and who will meet with you to carry out reviews whilst you are on work experience. During the 8 week programme you will also complete a certificate of Work Readiness (CWR) with Direct Partners.

**What Qualifications / Qualities are required?**

This is a really hands-on role. You must be comfortable taking instruction and working as part of a team.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Kitchen Assistant – Employability Fund

**Contract:** This is a 12 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

Elior are an award winning hospitality employer based at Murrayfield Rugby Stadium.

**Work Environment:**

This is a very structured and disciplined environment where tasks are allocated from the Head Chef. This can be a very demanding, physically hard working environment; however, it can also offer high levels of job satisfaction. You will work as part of a highly effective team where everyone takes personal responsibility for their own tasks to ensure the award winning levels of service are maintained. You will be required to comply with strict health and safety / kitchen protocols.

**What might a day in this job look like?**

You will be expected to arrive early ready to start your shift. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete. These will include:

- cleaning / pot washing
- carrying out tasks in line with company training/policies and procedures
- food preparation
- process and accept deliveries
- carry out internal monitoring/checks
- serving food to customers.

**What will I learn?**

You will learn how to be an effective member of the team working in a professional kitchen/catering environment. You will also work towards a Certificate of Work Readiness (CWR) with Direct Partners.

**What Qualifications / Qualities are required?**

The employer is looking for someone who genuinely wants to work towards becoming a 'chef of the future' and who can understand and follow instructions.

If you are driven, have ambition and the ability to train on-the-job then you can take advantage of this excellent development programme.

If you are prepared to work hard, follow the training you are given and support your team you can progress within this industry.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Playwork Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship. The programme is expected to start mid August.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

A reputable After School Club with venues across Edinburgh.

**Work Environment:**

You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

**What might a day in this job look like?**

This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

**What will I learn?**

You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Playwork Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

A reputable After School Club with venues on the west side of Edinburgh.

**Work Environment:**

You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

**What might a day in this job look like?**

This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

**What will I learn?**

You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement. If you secure a job, you can then progress to an SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail, Hospitality, Beauty, Care and more

**Contract:** All types of contracts available

**Salary:** National Minimum Wage or above

**Employer:** Various Employers and Locations

At the Fort Kinnaird Recruitment and Skills Centre, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Use of computers for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

#### **Work environment:**

The work environment is dependent on which opportunity you apply for, e.g. shop, restaurant, salon etc.

#### **What might a day in this job look like?**

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours. Please click Apply Now to see our list of current vacancies or visit our [Facebook](#) page.

#### **What will I learn?**

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

#### **What Qualifications / Qualities are required?**

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

#### **Closing Date:**

We recruit all year round.